

**MEETING MINUTES  
BOARD OF SELECTMEN  
January 20, 2016**

**Present:** Anthony Vegnani, Chairman, Shawn Harris, Martin O’Toole, Maura Curran  
Patricia Vinchesi, Town Administrator

**Not present at start of Meeting:** John Danehey

The Meeting was called to order at 7:14 p.m.

**Acceptance of Agenda**

**Mr. Harris made a MOTION to accept the agenda for January 20, 2016. Second by Mr. O’Toole, all in favor. Unanimous vote (4-0).**

**Walk Ins – no walk ins at the meeting.**

**Report of the Town Administrator – Patricia Vinchesi**

- Public Facilities Update

Ms. Vinchesi provided an update to the Board of Selectmen on the Middle School project and the library project. There is a lot of updates and information available for all of these projects. There is a lot of oversight on all three projects. A board will be put in at Town Hall with updates and project timelines. We are posting construction updates on the website news & announcements and our Facebook page and will continue to do this.

- Discuss/Vote Change Annual Town Meeting Date (ATM), Kathy Curran, Town Clerk  
The Senate is voting tomorrow that the state primary be scheduled for April 12, 2016. The Town Clerk can manage the state primary and the ATM two days apart.

**Move that the Board of Selectmen postpone the date of the Annual Town Meeting from Monday, April 11, 2016 to Thursday, April 14, 2016 to begin at 6 p.m. Motion by Maura Curran Second by Mr. O’Toole Unanimous Vote (4-0)**

Mr. Vegnani said that the Town of Scituate has had a tough week. The fire last night there was a fatality and we want to be supportive of the family and give them time to grieve. Mr. Greer passed away, he was the HS baseball coach for 20 years and the Jenkins School gym teacher. The loss of Mr. Greer is very difficult for all of us, he was highly respected in the community.

**SCHEDULED ITEMS:**

**Adaptive Building Reuse Committee**, Karen Pritchard, Chairperson & Al Bangert, Director Special Projects, Committee members; Stephanie Holland, Patricia Lambert, and Maura Dawley

Ms. Karen Pritchard, Chairperson gave the Board an overview of the status of the Adaptive Building Reuse Committee. The Committee interviewed Durkee Brown and reviewed the overall project with them. The first few months were spent with mostly exploration of the

existing buildings. Ms. Curran asked about the February 6, 2016 date. Ms. Pritchard said that is a proposed date. Ms. Curran feels it is important to educate the public as the committee moves along. Mr. O'Toole asked if there is any sense of money at this point. Ms. Pritchard said it is too soon to even give an answer to this question. Mr. Vegnani said it was done three years ago and it was approximately \$20M.

Dennis Coady 34 Creelman Drive thought he heard at the last meeting that Durkee Brown had no experience combining a Senior Center with an Administration Building.

Mr. Bangert said they could not think of an example done by Durkee Brown but this has been done in other Towns. The committee has been careful not to give anyone foregone conclusions such as combining the senior center with recreation or town hall. Mr. Vegnani said the charge was to look at it with an open mind. The committee is looking forward to hearing what the community has to say. If we could get an assessment to see if the building can last another 70 years that would be helpful. Ms. Vinchesi said we have the entire building documents for Gates including the additions. The Board thanked the committee for their time and asked if they could come in every couple of months with an update.

#### **Old Oaken Bucket Easement**, Stephen Bjorklund, Diamond Development

Mr. Bjorklund said this is across the street from the Old Oaken Bucket house on Old Oaken Bucket Road. The easement will be moved 50 feet and add a hydro-guard unit to the entrance on Old Oaken Bucket Road so it can be maintained. The property is a 65,000 square feet and much is wetlands.

Mr. Danehey joined the meeting at 7:50 p.m.

**Move to approve the agreement for the relocation of a Town drainage easement at 50 Old Oaken Bucket Road and to authorize the members of the Board to execute the agreement on behalf of the Town. Motion by Mr. Harris Second by Mr. O'Toole Unanimous Vote (5-0)**

#### **Scituate Recreation Winterfest Special Event 2/6/16**

Ms. Vinchesi said the winterfest will be held on February 6, 2016. This is a new event for approval before the Board of Selectmen. Ms. Vinchesi reviewed the activities that would be included in the Winterfest. Parking will be at Greenbush and we received permission today. We will look into re-routing the SLOOP to bring people as well. Mr. Harris wanted to thank the McMellen's, Firefighter Reidy and other firefighters who got the skating rink up and running.

**Move to approve a Special Event Permit to Scituate Recreation for the Winter Festival February 6, 11:30 am to 3:30 pm. Motion by Mr. Harris, Second by Ms. Curran Unanimous Vote (5-0)**

### **Town Administrator Contract**

Mr. Vegnani is happy to announce that the Town Administrators contract will be extended for the next three years. Mr. Vegnani said we are fortunate to have Ms. Vinchesi and the contributions she has made to our community. Mr. Vegnani said Ms. Vinchesi has the ability to see the big picture and makes the difficult decisions to say no when necessary. Ms. Vinchesi is dedicated to this Town and we're lucky to have you. The current contract says the surrounding 20 communities were reviewed for salaries and Ms. Vinchesi has a lot of experience. There were not a lot of changes to the contract. Ms. Curran said she is happy to support the extension of Ms. Vinchesi's contract and she has brought the Capital plan, brought in great employees and new positions to the Town such as the Social Worker, IT Director, Coastal Advisory, etc. Mr. O'Toole said he is happy to support the signing of the contract for Ms. Vinchesi. Mr. Danehey said Ms. Vinchesi works constantly for this Town. Mr. Danehey is very proud that we have her and for all she has done in a difficult economy. Our Town is a great financial position due to her leadership. The Board is very please Ms. Vinchesi wants to stay with the Town of Scituate. Mr. Harris said he has been here the longest and worked with our previous administrator. Mr. Harris added that he would hire Ms. Vinchesi in a second for his own company. Mr. Harris thanked Ms. Vinchesi for the excellent work she has done. Ms. Vinchesi thanked the Board for their confidence and support over the years. Everything we have done could not have gotten off the ground without the support of the Board of Selectmen. Working with over 50 Selectmen across the Commonwealth this is the best Board she has ever worked for. Everything we have implemented is a direct result of the excellent staff that works for the Town of Scituate. Ms. Vinchesi thanked her husband who has not seen a lot of her over the past six years. She looks forward to the next three years and hopefully milder winters.

**Move that the Board of Selectmen vote to amend and renew the employment agreement between the Town of Scituate and Town Administrator Patricia Vinchesi for the period January 1, 2016 through June 30, 2020 with an option to renew for up to an additional two years at the sole discretion of the Board of Selectmen. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)**

### **FY 17 Budgets**

- 241 Inspections

Neil Duggan, Building Inspector said there are several goals in his department to face the challenge of the large amount of development coming down the pike and see these projects through to successful completion both Town and private developments. Mr. Vegnani said that Mr. Duggan is very involved in the FEMA flood maps and their impact on the Town. Herring

Brook went from an elevation 10 and are now in the flood plain so this could impact the development. Last year was \$306K and this year \$312K was recommended. Most of it is salary and personnel. The addition of Bob Vogel has been a huge help to the building department with his background as an architect. We changed the way we pay the inspectors and that is reflected in the budget. Ms. Curran was impressed with the number of inspections done by the Building Department.

#### 176 ZBA

Neil Duggan, Zoning Enforcement Officer said the proposed 40B on 3A will be the biggest challenge this year. There will be a lot of meetings this year and this will be a complicated project.

- 155 Information Technology

Bill Sheehan, IT Director said we are always improving the infrastructure to save time and money. We expanded our mobile footprint significantly last year with 15 mobile phones combining usage and reducing minutes to achieve savings. We are working on the building permit mechanization and plan to expand it to planning and the fire department for burning permits. Next fiscal year Mr. Sheehan will be upgrading the core infrastructure to improve the recovery time objective. It has been a struggle the past few months. Mr. Sheehan was able to get the systems back up and running. WIFI in the harbor was done last year and is doing well. We are looking to upgrade the phone system at Town Hall and standardize the system throughout the Town. We can take advantage of more aggressive pricing by upgrading our system. We are looking to hire a full time IT analyst to handle level 1 and 2 calls. There is an increase to this budget to include all of the changes discussed.

- 220 Fire

Chief John Murphy said tough night last night and fortunately none of the firefighters were injured. A new SAFE program will be started for the seniors to install smoke detectors and carbon monoxide detectors free of charge. There are a lot of homes and they need help. \$209K in grants were received last year. VHS to UHF system upgrade is completed we're just working out the kinks right now. Captain Donovan did a lot of work to oversee this change. Dan Smith, Nancy Holt and Al Elliott have been instrumental with our coastal impact and FEMA claims. It has been three years since Sandy and we are still waiting for reimbursement. Goals this year is to improve the process of storm reimbursement from FEMA. New forms were developed for all departments for information that FEMA needs for claims up front. This will save a lot of work for us after a storm. Our entire coastline was evaluated with a drone free of charge as a trial. We will use this as before and after pictures for each storm. Later this will be reimbursable to continue for future storms. Chief Murphy will start day time paramedics beginning February 1, 2015 to run two full time staffed ambulances. We have five paramedics per shift to minimize mutual aid where possible.

- 135 Finance Director/Town Accountant

Nancy Holt, Finance Director/Town Accountant is working on the new financial management system and will be implementing this over the next 18 months continuing into FY17. CAFRA

information is available on the Town website. Ms. Holt reviewed her budget request with the Board.

- 122/123 Town Administrator/Selectmen
- Patricia Vinchesi, Town Administrator reviewed the new objectives including the Cultural Council District. Ms. Vinchesi reviewed the budget with the Board. We have a relatively new staff in the Town Administrator/Selectmen's office.
- 149 Administration This is the telephone system, random drug testing, Personnel that don't have another home e.g. FACTS Annmarie Galvin, Barbara Quinlan, Lindsey DeSimone, David Juliano, Al Bangert are in this category. Technical services for copy machines, etc. are included in this budget.
- 192 Insurance FY15 evaluation adjustments were done and we added the WPA building. We had a lot of claims this year e.g. frozen pipe at Jenkins and we anticipate an increase in our insurance. We carry builders risk insurance during construction. It is important to have evaluations done so our values are accurate for the Town.

### **Drain Layers License Renewal**

**Move to approve a renewal of a Drain Layers License to Rorke Excavating Motion by Mr. Harris Second by Mr. Danehey Unanimous Vote (5-0)**

### **Town of Scituate License Renewals**

**Move that the Board of Selectmen vote to renew the Septage License for Joseph P. Bonomi Contractor, Inc. for 2016. Motion by Mr. O'Toole Second by Mr. Danehey Unanimous Vote (5-0)**

### **One Day Liquor Licenses**

a) Ellen MacKenzie for St. Luke's event, 2/6/16 7 p.m. – 10 p.m.

**Move that the Board of Selectmen approve/not approve a one day wine & malt license to Ellen MacKenzie Catering Inc. for Saturday, February 6, 2016 from 7 p.m. – 10 p.m. at St. Luke's Episcopal Church. Motion by Mr. Danehey Second by Mr. O'Toole Unanimous Vote (5-0)**

b) Sand Hills General Store, pending ABCC license change

**Move to grant Sand Hills General Store one day beer and wine licenses from January 24, 2016 – February 14, 2016. Motion by Mr. O'Toole Second by Mr. Danehey Unanimous Vote (5-0)**

**Move to waive the one day beer and wine license fees of \$50 for Sand Hills General Store. Motion by Mr. O'Toole Second by Mr. Harris Unanimous Vote (5-0)**

### **Correspondence**

Letter from the Scituate Conservation Commission approving the Scituate Water Conservation plan.

**Acceptance of Meeting Minutes**

**Move that the Board of Selectmen approve the meeting minutes for the January 6, 2016 Board of Selectmen Meeting. Motion by Mr. Harris Second by Mr. Danehey Unanimous Vote (5-0)**

**Move to accept and not release Executive Session Minutes for January 6, 2016 since the matters discussed are still pending at this time. Motion by Mr. Harris Second by Mr. Danehey Unanimous Vote (5-0)**

Ms. Curran attended an Affordable Housing Trust meeting today and we are getting ready to put two homes on the market. One is on Stockbridge Road and the other is Nelson Road. Coastal Advisory meeting was last night and it was a very informative meeting.

Dennis Coady 34 Creelman Drive said it was nice watching the meeting tonight but he would like to watch it from home. He asked if there was an option rather than Comcast. The Selectmen said there is no option at this time except for being able to watch on You Tube 48 hours following the meeting.

Mr. Vegnani urged residents to support the boys and girls basketball teams and the wrestling team.

It appears the storm may miss us and Mr. Vegnani urged the public to drive safely in the cold weather.

**Adjournment and Signing of Documents**

**Mr. Danehey made a motion to adjourn the meeting on 9:28 p.m. Second by Harris. All in favor. Unanimous Vote (5-0)**

Respectfully Submitted,

Lorraine Devin, Recorder

## **List of documents Board of Selectmen Meeting - January 20, 2016**

- Agenda
- Town Administrator Report
- Upcoming Meeting and Events
- Change Annual Town Meeting Date Vote
- Relocation of Drain Easement Old Oaken Bucket Road Vote
- Special Event Permit for Winter Festival 2016
- Town Administrator Contract Renewal Approval
- Renewal of Drain Layers License
- Septage License Renewal for Joseph P. Bonomi Contractor, Inc.
- One Day Wine & Malt License St Luke's Church
- One Day Wine & Malt License for Sand Hills General store
- Correspondence from Conservation Committee regarding Water Conservation Plan
- Approval of Board of Selectmen Executive Session Meeting Minutes

Board of Selectmen Meeting Minutes for Wednesday, January 20, 2016

BOARD OF SELECTMEN

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Anthony V. Vegnani, Chairman

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John F. Danehey, Vice Chairman

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Maura C. Curran, Clerk

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Shawn Harris

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Martin J. O'Toole